

Public Safety Branch  
Police Group  
Police Trainee Series

POLICE TRAINEE

06/04 (JAS)

**General Purpose**

Under immediate supervision, learn general and specific state and local law enforcement policies, tactics and procedures to qualify for certification as a Texas Peace Officer.

**Typical Duties:**

Participate in and complete police academy classroom and designated police command field training. Involves: Attend lectures and demonstrations, engage in practice sessions, read textbooks and instructional manuals, and prepare and submit study assignments about law enforcement, Texas penal and related codes, firearms and other weapons care and use, marksmanship, department requirements, policies and procedures, traffic laws and control, arrest methods, two-way radio operation, defensive driving, safety and emergency response techniques, accident investigation, ethics, report writing, and community relations principles.

Engage in miscellaneous related public safety activities as required. Involves: Respond to emergency incidents as qualified to perform simple protective services and victim rescue tasks in accordance with specific instructions of the Training Chief. Perform rigorous daily physical exercises.

**Knowledge, Abilities, and Skills**

- Some knowledge of customer service and public relations practices and procedures.
- Ability to learn skills associated with basic peace officer work, including safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices,
- Ability to learn applicable local laws and ordinances, and department rules and regulations, including community-policing techniques as well as a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software as required.
- Ability to read and understand training materials.
- Ability to perform basic math.
- Ability to follow verbal and written instruction.
- Ability to meet academy dress, appearance and discipline standards.
- Ability to establish and maintain effective working relationships with instructors and other trainees.
- Ability to clearly and concisely communicate orally and in writing.
- Skill in safe operation and care of a motor vehicle.

**Other Job Characteristics**

- Participate daily in rigorous physical training.
- Successful completion of Academy written, physical and skills tests
- Subject to being called at any time for emergency duties.

**Minimum Qualifications**

Education and Experience: High school diploma or GED supplemented by 12 postsecondary semester credit hours in any field of study, and one (1) year of experience that included public contact.

Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent from another state.
- Basic Peace Officer License issued by Texas Commission on Law Enforcement Standards and Education (TCLEOSE) upon completion of training.

Special Requirements:

- Must be a United States citizen by time of application.
- Must be twenty-one (21) years old in the month in which the first component of the examination is administered.

- Must pass comprehensive background investigation including pre-offer physical fitness, medical, psychological and polygraph examinations, and drug screening.

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Human Resources Director

Department Head

OFFICIAL